

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Maintenance Mechanic I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs maintenance to buildings and grounds. Performs repairs and preventative maintenance to equipment. Performs interior building maintenance. Provides support for special events and exhibits. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code	ESSENTIAL FUNCTIONS
1 H	Performs maintenance to buildings and grounds by repairing trellises, installing and removing fences, maintaining athletic fields, renovating, refinishing and painting playground equipment and hard court surfaces, laying mulch and sand, maintaining boat ramps, patching asphalt roads, performing minor concrete work and setting up ladders and scaffolding.
2 H	Performs repairs and preventive maintenance to equipment by changing belts on air handler units and smoke exhaust fans, cleaning and servicing small chiller units, cleaning, painting and performing electrical repairs, inspecting, changing or replacing blades, tires, belts, hoses, oil, lubrication and filters, welding, performing tests and safety inspections, maintaining tires, rims and bearings, sharpening, repairing and replacing blades, ensuring proper operation of equipment, repainting, inspecting, operating and inspecting heavy equipment and delivering and collecting equipment.
3 H	Performs interior building maintenance by performing minor plumbing tasks, repairing, painting and replacing doors, windows, locks, roofs, ceilings, walls and floors, assisting in replacing light switches, ballasts, wall outlets and bulbs, cleaning and servicing HVAC units, monitoring and inputting digital management system, repairing damage done by removal of exhibits, patching holes, installing wallboards, toilets, sinks and water fountains, repairing leaks, removing and replacing faucets and gaskets, replacing or modifying drain systems/supply systems, unclogging drains, maintaining sand filters and related pond equipment, installing breakers, running conduit or flex, building shelves and platforms, repairing and fabricating cabinets, installing doors and moldings and preparing and painting walls and surfaces.
4 H	Provides support for special events and exhibits by running power to exhibits and lighting, building small sheds, shipping containers, ramps and signs, setting up and dismantling tents, posters, signs, chairs, lights, tables, platforms, stages, games, bleachers and fencing, cleaning, fabricating and setting up parade floats, setting up and dismantling transporting barricades, hanging banners, blocking off parking lots, setting up power, sound systems and podiums, painting, plastering and constructing temporary walls and office spaces, repairing and replacing ceiling tiles, broken bricks, and floor tiles, installing door locks, unloading and transporting displays, repairing bleachers and benches and assisting the welding and carpenter shop.

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Physical Strength Code		ESSENTIAL FUNCTIONS
5	L	Performs other duties by performing inventory, responding to fire alarms and determining course of action, checking in visiting ships, taking meter readings and distributing information to ship personnel, operating computer software and hardware and making information panels.
6	H	Inspects, repairs, maintains, and installs playground equipment.
7	H	Performs maintenance support for emergency response team which responds for removal of ice, snow and storm debris.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of experience as a building helper or apprentice.
Certifications and Other Requirements	Valid Driver's License. May require a Forklift Operator's License within six months of appointment.
Reading	Work requires the ability to read work orders, safety data sheets and instruction manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence and fill out work orders and other forms.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Painting, using equipment
Sitting	O	Driving
Walking	F	To/from work sites, painting
Lifting	F	Ladders, scaffolding, equipment, tools
Carrying	F	Ladders, equipment, tools
Pushing/Pulling	F	Equipment, tools
Reaching	O	While painting, for supplies
Handling	F	Equipment, materials, tools
Fine Dexterity	F	Working with equipment
Kneeling	O	Repairs, installations
Crouching	O	Repairs, installations
Crawling	R	Repairs, installations
Bending	F	Checking and installing equipment
Twisting	F	Moving supplies, working with equipment
Climbing	F	Ladders, scaffolding
Balancing	O	On ladders, scaffolding
Vision	C	Operating machinery and power tools, inspections, driving
Hearing	C	Communicating with personnel and general public, listening to noises from machinery
Talking	F	Communicating with personnel and general public
Foot Controls	O	Operating vehicles and machinery
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Trucks, trailers, forklifts, saws, jack hammers, ladders, scaffolding, air blowers, air compressors, paint sprayers, sanders, various power and hand tools, traffic arrow boards, front-end loaders

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	W	Dirt and Dust	D	Office Environment	--
Chemical Hazards	M	Extreme Temperatures	S	Warehouse	--
Electrical Hazards	W	Noise and Vibration	W	Shop	--
Fire Hazards	W	Fumes and Odors	W	Vehicle	--
Explosives	M	Wetness/Humidity	S	Outdoors	X
Communicable Diseases	N	Darkness or Poor Lighting	M	Other (see 2 below)	--
Physical Danger or Abuse	W				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, safety glasses, steel toe shoes, dust masks, respirators, hearing protection, safety vests

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)